

Performing Arts Center Board Minutes 05/10/2012

Simsbury Performing Arts Center Board

May 10, 2012

DRAFT Minutes

I CALL TO ORDER:

Mr. Hensley called the meeting to order at 7:04 pm. Present were PAC Board members: Bob Hensley; Ferg Jansen; Ross Herlands; Cathy Barnard; Tom Vincent (PAC Manager); Nick Buccarella (PAC Site Manager) and Tom Cooke (Director of Administrative Services).

II REVIEW AND APPROVAL OF MINUTES:

There were some minor corrections requested for the April 12, 2012 minutes. Mr. Jansen made a motion to approve the revised minutes of the April 12, 2012 meeting. Ms. Barnard seconded the motion. The motion passed unanimously.

III FACILITY USE REQUESTS

Premier Concerts / Reach Foundation

- Mr. Vincent requested that the Board hold the dates of September 14, 15 and 16th for a possible event.
- Mr. Herlands made a motion that the dates of September 14, 15 and 16, 2012 be held pending discussion with all interested parties. Ms. Barnard seconded the motion. The motion passed unanimously.

A Tribute to Benny Goodman and Peggy Lee

- Mr. Vincent requested that the date of July 27th be held for this event.
- He emphasized that the PAC Board is NOT promoting this event.
- Mr. Jansen made a motion to hold the date of July 27, 2012 be held for A Tribute to Benny Goodman and Peggy Lee. Mr. Herlands seconded the motion. It passed unanimously.

IV MANAGER'S REPORT

TALCOTT MOUNTAIN MUSIC FESTIVAL

Mr. Vincent shared with the Board an updated equipment delivery schedule. He also shared the schedule with the Hartford Symphony.

Mr. Vincent pointed out a misprint in the Hartford Symphony flier being distributed promoting the upcoming Talcott Mountain Music Festival. The flier incorrectly states that for each child ticket sold, 50 cents will go to the PAC Board. The correct amount is one dollar (\$1.00).

Mr. Cooke informed the Board that he will be rebilling the Hartford Symphony for parking money due from the same error over the past two seasons.

Mr. Cooke also said that he would send the Hartford Symphony a simple breakdown of their contract to ensure that both parties are on the same page.

Mr. Vincent reported that promoters can pay for spraying against mosquitoes. The cost is about \$1100 per application and the promoters need to give two weeks notice.

Mr. Vincent reminded the Board that if an event is cancelled at the very last minute and there are fireworks involved, there may be costs associated with the event that may still need to be covered.

Mr. Vincent also reminded the Board at this time of year the PAC Board has to pay for some upfront costs for the Talcott Mountain Music Festival and if the Hartford Symphony is late with its payment, the PAC Board budget may show a loss. The Hartford Symphony has made the first payment of \$16,900 for the 2012 season but the second payment (due March 1st) has not been made.

Mr. Cooke will contact the Hartford Symphony and explain the need for a regular payment schedule. Mr. Hensley will also contact the Symphony and will make sure that First Selectman Mary Glassman is aware of the situation.

Mr. Vincent reported that the Public Gathering Permit and Banner Permit were completed with the exception of the appropriate signatures from the Hartford Symphony.

SEPTEMBERFEST

Mr. Vincent reported that there has been no income generated for this event yet and \$115 was spent to represent

Septemberfest at the recent business expo.

Mr. Vincent also reported that he has the following verbal commitments for the event:

- 8 booths
- 1 car dealership
- 2 restaurants
- 3 sponsors
- Inflatable's – two companies are vying for the contract. They will be charges a \$3,400 fee paid in advance
- Roaming Raceway
- Chamber Of Commerce – Home Show. Mr. Vincent suggest a \$750 fee and that they be included in the 'grassy' area of the PAC Facility. They will be participating on September 8th only. The Chamber will share certain expenses involved with the PAC Board.

o Mr. Herlands made a motion that the Chamber of Commerce be charged a \$750 fee for the September 8, 2012 Home Show. Ms. Barnard seconded the motion. It passed unanimously.

Mr. Vincent asked for the Board's help in securing sponsors and event participants. He will be providing information to all members of the PAC Board to help them 'sell' the event.

The Board discussed whether or not Septemberfest should be held for two days (Friday and Saturday) instead of three (Friday, Saturday and Sunday). The issue will be addressed at a future meeting so it can be added to the agenda.

V. IRON HORSE BANNER APPLICATION PROCESS

Mr. Vincent shared with the Board the new application needed to hang a banner on Iron Horse Boulevard.

Mr. Jansen made the motion that the PAC Board approve the Iron Horse Banner Application as presented by Mr. Vincent and that all parties interested in hanging a banner be sent to speak with the PAC Manager (Mr. Vincent). Ms. Barnard seconded the motion. The motion passed unanimously.

VI. BANDSHELL CURTAIN INSTALLATION

Mr. Vincent reported that according to Town Engineer Richard Sawitzke, the project is 55% complete and that time

spent by Mr. Buccarella on this project was being charged against the grant money for this project, not the PAC Board budget.

VII. CONSULTANT SELECTION

Mr. Cooke reported that the contract with Webb Management is almost finalized and that Webb Management is hoping to hold interview with major stakeholders in June. Mr. Vincent and Gerry Toner (Director Parks & Recreation) will be helping to prepare a list of stakeholders. He also commented on how efficient and organized Webb Management appeared to be.

VIII. CHAMBER OF COMMERCE BREAKFAST MEETING

Mr. Vincent reminded the Board that the Performing Arts Center will be hosting the Chamber of Commerce breakfast on May 30th starting at 8 am. He invited all PAC Board members to attend.

VIX. OTHER BUSINESS

Coins for the Girl Scouts

Mr. Vincent reported that he got a request for 1200 no longer being used Septemberfest coins from the Girls Scouts. The scouts wanted to bring the coins with them to a conference in Washington DC and to give them as gifts as part of a gift exchange with other Girl Scouts.

Mr. Hensley made the motion that the PAC Board give the Simsbury Girl Scouts 1200 Septemberfest coins. Mr. Jansen seconded the motion. The motion passed unanimously.

Parking Spaces

Mr. Buccarella provided the Board with detailed information concerning the various parking lots associated with the Performing Arts Center

- o Simscroft Echo Construction Yard – used by Hartford Symphony volunteers – 75 to 150 spaces
- o Area North of Red Storage Barn – used by production staff – 8 spaces
- o Handicap parking – 51 spaces
- o Lot “A” – used by Hartford Symphony orchestra members – 64 spaces

- o Lot "B" – VIP parking – 110 spaces
 - o Lot "C" – used by production staff and paid parking by patrons – 118 spaces when dry 80 when wet
 - o Lot "D" – used by production staff and paid parking by patrons – 58 spaces when dry 52 when wet
 - o Total number of spaces – 409 when dry 371 when wet
- Signage For The Performing Arts Center Office

Mr. Hensley reported that the sign should be ready and hung shortly.

Ms. Lawson resignation.

Mr. Hensley accepted, with regret, the resignation of Sharon Lawson from the PAC Board. He and the rest of the Board, thanked her for her service to the Board and the Town of Simsbury and wished her well.

VIII. ADJOURNMENT

Ms. Barnard moved for adjournment at 8:55 pm. Mr. Herlands seconded the motion. The motion passed unanimously.